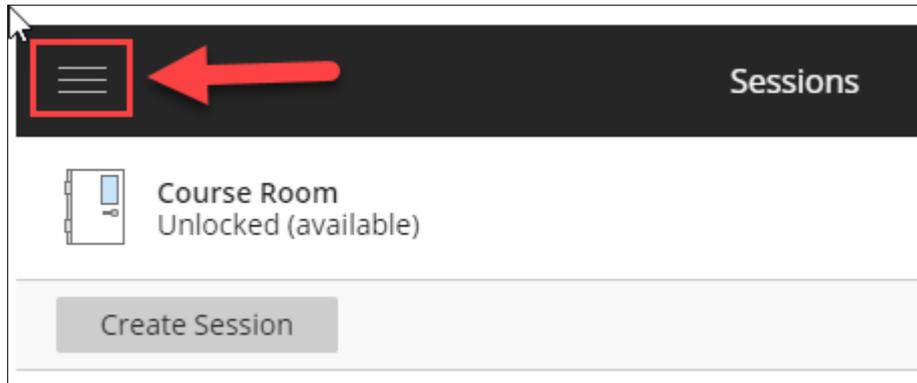
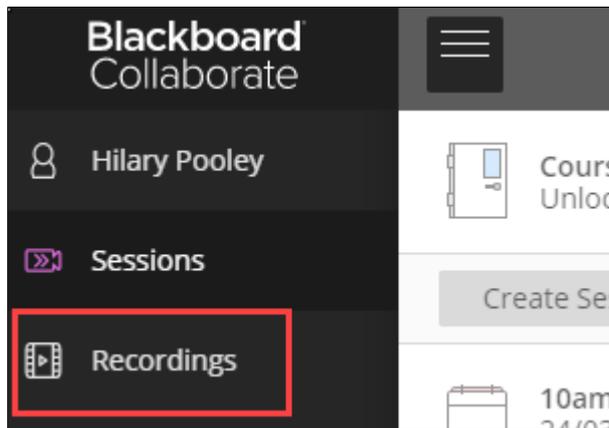


Collaborate Ultra: Where Are the Recordings?

To find any Collaborate recordings, go to the Collaborate area in your course and click on the Collaborate menu.



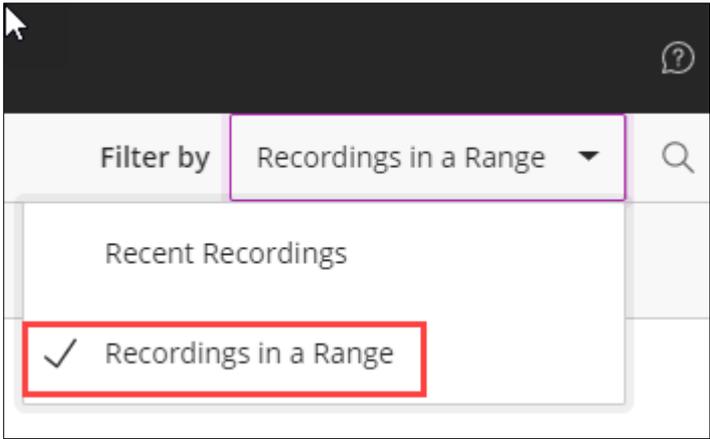
The menu opens up to reveal a link to the **Recordings** area.



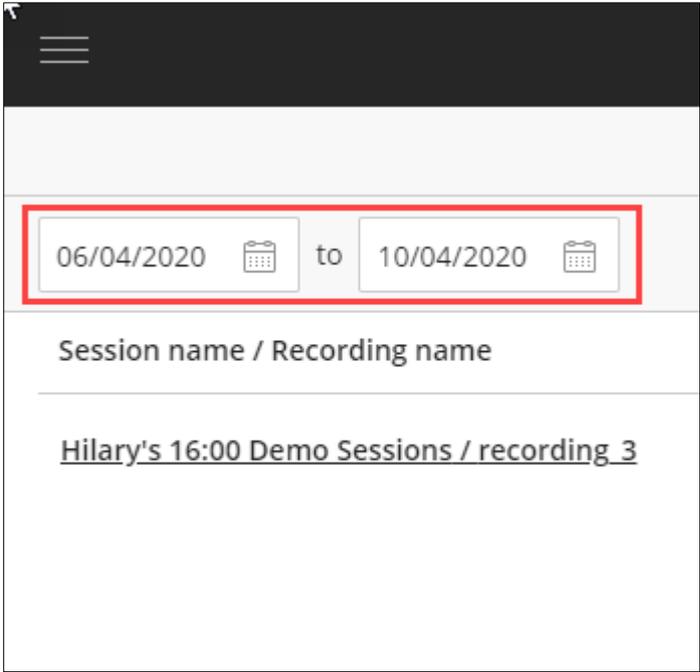
You will see a list of Recordings from the **past 30 days**, most recent first.

| Session name / Recording name | Date |
|--|-------------------|
| Hilary's 10:00 Demo Session / Joe Bloggs | 17/04/2020, 10:04 |
| Hilary's 16:00 Demo Sessions / recording_6 | 16/04/2020, 16:17 |
| Hilary's 16:00 Demo Sessions / recording_5 | 16/04/2020, 16:04 |

To access an older recording, change the Filter from **Recent** to **Recordings in a Range**



Select relevant start and end dates. You will see all recordings that were made within that date range.

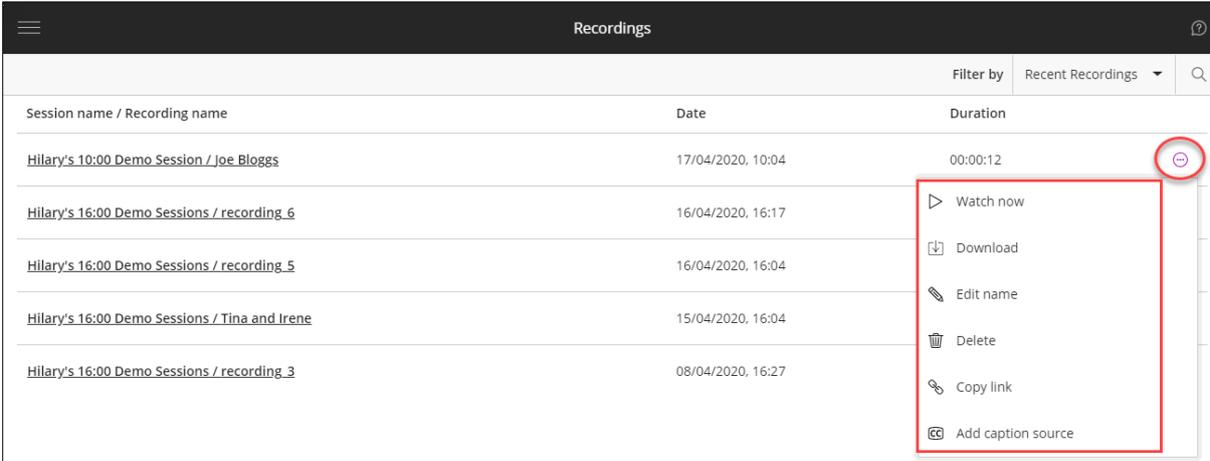


Recording Options (staff only)

Hover your cursor over a recording title to reveal the Recording Options icon on the right. Press the icon to see the following options:

- Watch now
- Download ▼
- Edit name
- Delete
- Copy link
- Add caption source

▼ You will see the Download option **only** if you selected "Allow recording downloads" when setting up the Session.



The screenshot shows a web interface titled "Recordings". At the top right, there is a "Filter by" dropdown menu set to "Recent Recordings" and a search icon. Below this is a table with three columns: "Session name / Recording name", "Date", and "Duration". The table contains five rows of recording data. To the right of the table, a red circle highlights a small icon in the first row. A red box highlights a dropdown menu that appears when hovering over this icon. The menu contains the following options: "Watch now", "Download", "Edit name", "Delete", "Copy link", and "Add caption source".

| Session name / Recording name | Date | Duration |
|---|-------------------|----------|
| Hilary's 10:00 Demo Session / Joe Bloggs | 17/04/2020, 10:04 | 00:00:12 |
| Hilary's 16:00 Demo Sessions / recording_6 | 16/04/2020, 16:17 | |
| Hilary's 16:00 Demo Sessions / recording_5 | 16/04/2020, 16:04 | |
| Hilary's 16:00 Demo Sessions / Tina and Irene | 15/04/2020, 16:04 | |
| Hilary's 16:00 Demo Sessions / recording_3 | 08/04/2020, 16:27 | |